

JOB ANNOUNCEMENT

POSITION: Appellate Staff Attorney
LOCATION: Appellate Courts, Salt Lake City
TYPE OF POSITION: 1 Full-time with benefits, career service exempt
CLOSING DATE: December 15, 2003
STARTING DATE: February 2, 2004

APPLICATIONS SHOULD BE DIRECTED TO:

Director of Human Resources
Administrative Office of the Courts
450 South State Street
P.O. Box 140241
Salt Lake City, Utah 84114-0241
Phone: (801) 578-3890/3804

TYPICAL DUTIES: The Utah Appellate Courts are seeking an attorney to join their staff. Responsibilities include drafting proposed per curiam dispositions and providing assistance to the court regarding docketing statements, motions, applications for certificates of probable cause, petitions for interlocutory appeal, and petitions for extraordinary writ.

MINIMUM QUALIFICATIONS: Graduation from an ABA accredited law school with a juris doctorate degree plus three years experience in the practice of law. Must be a member in good standing of the Utah State Bar. Thorough knowledge of principles of the appellate process, Utah statutes, procedural and evidentiary rules, general legal principles and common law procedure. Must possess the ability to identify and analyze legal problems within the context of the appellate process and propose sound dispositional recommendations. Excellent writing skills required.

STARTING SALARY RANGE: \$20.17 per hour (approximately \$41,954 annually) to \$30.29 per hour (approximately \$63,003 annually) depending on qualifications and experience.

APPLICATION PROCEDURE: Application forms may be obtained from the Administrative Office of the Courts, 450 S. State Street, 3rd Floor, the Department of Workforce Services, or from our website at www.utcourts.gov. Completed application form, resume, law school transcripts, and writing samples should be submitted along with the application.

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.